

Management Council Policy 12-04

Subject: **Public Decorum in Galleries, Lobbies and Committee Rooms**

(Source Notes: MC Minutes 01/20/12)

The presiding officers are responsible for preserving order and decorum in the chambers, galleries, lobbies, meeting rooms and offices together with the rooms, corridors and passages in the legislative areas of the Capitol and elsewhere as may be used by the Legislature, its committees, members and employees.

The purpose of this policy is to accommodate the public's ability to follow legislative action while preserving order and decorum and minimizing any potential disruption to legislative proceedings. The following policy applies to visitors in the galleries, lobbies and committee meetings of the Wyoming Senate and House of Representatives.

A. Conduct of Individuals in the House and Senate Galleries

1. Visitors are allowed in the House and Senate galleries to observe legislative floor proceedings, in accordance with legislative rules, and as long as their presence does not disrupt the proceedings.
2. The sergeants-at-arms shall maintain order in the galleries with direction from the presiding officers or the chief clerks of their respective bodies.
3. Unless otherwise provided by the presiding officer, visitors shall remain quiet and seated at all times. If seating is not available, individuals should stand quietly in the back of the gallery.
 - a. Individuals in the gallery should not attempt to visually or audibly communicate with anyone on the floor during the session, including reacting to debate or voting on the floor in any way to signal approval or disapproval of floor action.
4. Signs, banners, placards and other display materials are prohibited in the galleries.
5. Legislative staff will not store any belongings or materials for the public.
6. No demonstrations will be allowed in the galleries.
7. Individuals may not lean over or put any object over the glass in the gallery.
8. Individuals may not consume food or beverages in the galleries.
9. Individuals may not block doorways and stairways or impede the ability to move through the galleries.
10. Laptop computers and hand-held electronic devices used as a computer may be used by individuals, as long as the device's volume is turned off and its use does not disrupt the body.
11. Individuals may not conduct a verbal conversation on a cellular telephone or similar device in the galleries.
12. Visitors in the gallery are permitted to take flash photographs as long as the use does not detract from the decorum of the body or disrupt the proceedings.

13. Individuals are allowed to record audio or video of the proceedings, as long as the equipment does not obstruct views of other observers, impede ingress and egress through the galleries, or disrupt the proceedings of the body.

a. Individuals should not hold recording equipment over the glass in the gallery.

B. Conduct of Individuals in the House and Senate Lobbies

1. Visitors are allowed in the House and Senate lobbies to speak with legislators.
2. The sergeants-at-arms shall maintain order in the lobbies with direction from the presiding officers or the chief clerks of their respective bodies.
3. Individuals in the lobby may not react to debate or voting on the floor in any way to signal approval or disapproval of floor action.
4. Signs, banners, placards and other display materials are prohibited in the lobbies.
5. No demonstrations will be allowed in the lobbies.
6. Individuals should keep doorways and the route to the chamber clear to allow ingress and egress through the lobbies.
7. Materials may only be distributed to legislators in accordance with each chamber's floor distribution policy.
8. Legislative staff will not store any belongings or materials for the public.
9. Laptop computers and hand-held electronic devices may be used by individuals, as long as the device's volume is turned off.

C. Public Conduct in Legislative Committee Meetings

1. The public is welcome to attend legislative committee meetings to observe or provide testimony on legislation under consideration by committees.
2. The chairman or, in the chairman's absence, the vice or acting chairman shall preserve order and decorum and shall have control of the committee room.
3. Unless called upon to testify by the chairman, individuals shall remain quiet and seated at all times. If seating is not available, individuals should stand quietly if space is available in the room.
4. No demonstrations will be allowed during committee meetings.
5. Individuals may not block doorways or impede the ability to move through the committee room.
6. Individuals attending a committee meeting should silence all audible electronic equipment.
7. Laptop computers and hand-held electronic devices used as a computer may be used by individuals, as long as the device's volume is turned off and its use is not disruptive.
8. Individuals may not conduct a verbal conversation on a cellular telephone or similar device in the committee room.

9. Individuals who wish to ~~video record, audio record,~~ livestream or record audio and/or video or take photographs during the committee meeting should advise the chairman in advance of the meeting.
- a. Individuals with large video or audio recording equipment need to obtain advance approval from the committee chairman regarding location of equipment in committee rooms to ensure that the equipment does not obstruct views of other observers, impede ingress and egress through the committee room, or disrupt committee proceedings.
 - b. The chairman may request individuals to relocate or discontinue the use of any equipment, that is situated, or used, in a manner that is deemed by the chairman to be disruptive.

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